



A Member of Cayuga Health System

## Laboratory Technical Bulletin

(Internal)

**Date:** 11/18/2015

**Effective Date:** 11/18/2015

**Title:** Technical Hand Off Of Specimens


**Direction:** The following locations and specimen types must have a direct hand to hand delivery by a processor to the technical staff for immediate testing:

- Hematology specimens from CHOA and NICU
- All microtainer specimens
- All Blood gases
- All Spinal Fluids (CSF)


Processing staff will verbally announce to the chemistry technical staff when CHOA specimens are placed on the automated line.

The technical staff must call the location immediately when sample quality issues are detected (QNS for all tests ordered or specimen quality problems).

- For QNS for all tests ordered – technical staff will call the location ASAP, inform the location of the short sample and reorder the tests.
- For specimen quality problems - technical staff will call the location ASAP, inform the location of the unacceptable specimen and reorder the test.
- The technical staff must document all calls in the LIS - include location/contact name/date/time of call.

  
Date 11/23/15

Dr. Daniel Sudilovsky, Laboratory Medical Director

  
Date 11-24-15

Toni Burger, Laboratory Administrative Director